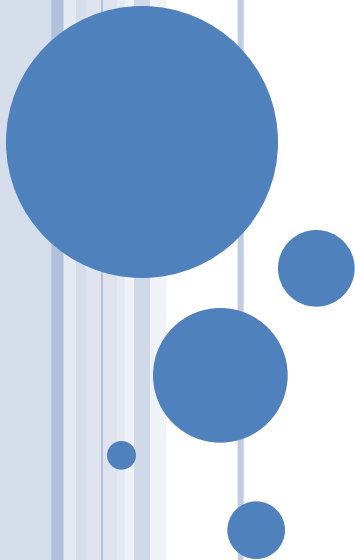


GENERAL SAFETY TRAINING

**PORTLAND VA MEDICAL CENTER
RESEARCH AND DEVELOPMENT SERVICE**

**Once you have completed all of the sections, there will be
a short test for you to complete.**



POLICE AND SECURITY

Introduction

- The VA Police Service is responsible for the protection of patients, visitors and employees, and the protection of property and the maintenance of law and order on VA property.
- Although the VA Police are the primary law enforcement officers on VA property, the Portland Police Department will also provide assistance in responding to crimes or emergencies when requested by the VA police.
- By the end of this section you should know the responsibilities of the VA Police and to know your role in the event of a critical incident.



POLICE AND SECURITY

What We Do

- Respond to emergencies
- Enhance the safety of patients and employees
- Enforce parking regulations
- Assist in crime prevention
- Provide safe escort services
- Emergency door unlock procedures
- Assist with motorists



POLICE AND SECURITY

What Is a Critical Incident?

- A critical incident could be anything out of the ordinary with the potential for violence.



POLICE AND SECURITY

How Would You Respond to a Threat?

- A threat can come in many forms
- Remain calm and try to attract the attention of a coworker
- Speak to the person in a soft voice
- Contact the Police & Security, ext. 57164, as soon as possible
- Do not meet the threat with aggression



POLICE AND SECURITY

How Would You Respond to Violent Behavior?

- Remain calm and try to create a reactionary gap (safe space)
- Contact Police & Security Service, ext. 57164, immediately
- Do not put yourself "In Harms Way"
- Try to have a calming effect towards the violent individual



POLICE AND SECURITY

What Would You Do if Confronted by an Armed Subject?

- Immediately contact Police & Security Service, ext. 57164, and try to leave the area. It is dictated in policy not to confront an armed individual
- Try not to attract attention to yourself - and if you cannot leave the area, try to take some form of concealment.
- The sooner the person gets what they want, the sooner they will leave.



POLICE AND SECURITY

****ALWAYS TAKE THE APPROPRIATE MEASURES
TO KEEP YOURSELF SAFE****

Think ahead about what you would do in these or any set of circumstances and have a plan



FIRE SAFETY

Introduction

The following slides will provide the information needed when dealing with a fire emergency. These topics include:

- Review of the most important issues in fire safety
- Review of the R-A-C-E procedure
- How to use a fire extinguisher



FIRE SAFETY

R-A-C-E

There are four basic steps to remember in a fire emergency. The mnemonic acronym "R-A-C-E" is an easy way to remember them.

- "R" stands for RESCUE
- "R" reminds us that before everything else, you should take care of any person who is unable to leave the area of danger.



FIRE SAFETY

R-A-C-E

- "A" stands for ALARM
- "A" tells us that the next action is to get help by pulling the fire "alarm" and phoning for help by calling *20
- "C" stands for CONFINE/CONTAIN
- "C" tells us to keep fire and smoke from spreading by closing all doors



FIRE SAFETY

R-A-C-E

Depending on the size of the fire, you must decide whether you can fight the fire with a fire extinguisher or if it is necessary to leave the danger area.

- "E" stands for EXTINGUISH
 - For a small fire you can put it out (if you're comfortable doing so)
 - "E" can also stand for EVACUATE
 - Sometimes the best action is to leave building
- *Remember that BOTH "E's" are necessary



FIRE SAFETY

Fire Extinguishers

- Fire extinguishers in the Medical Center are "ABC" type. This means that they can be used on any kind of fire.
- Fire extinguishers and fire alarm pull boxes are found in corridors throughout the Medical Center.



FIRE SAFETY

Using a Fire Extinguisher (P.A.S.S.)

- *Pull* the Pin
- *Aim* at the **base** of the fire
- *Squeeze* the handle
- *Sweep* from side to side

*Remember, that not all locations have this style of fire extinguisher. The basic mode of operation is the same, but some details may be different.

*Be sure to locate the fire extinguisher in your work area **before** you need it!



EMERGENCY PREPAREDNESS

Preparing for an Emergency

The following slides provide a short review of essential information in case of an internal or external disaster.

Emergency Programs Coordinator:

Michael Patterson

Ext. 56317

Michael.Patterson@va.gov



EMERGENCY PREPAREDNESS

Where to Find the Plan

A yellow binder entitled the Medical Center Emergency Preparedness Plan is located in each work area. This notebook contains the specific emergency preparedness plan for each department, plus other important information. It is your responsibility to know the location of the plan and to have an understanding of your actions during an emergency situation.

The plan can also be accessed from the emergency management SharePoint site (#10 in the up front section of the inTRAnet homepage).



EMERGENCY PREPAREDNESS

What's in the Plan?

The Plan tells us the following:

- Who is in charge in an emergency. If the usual leader is not available, it tells who should take over the leadership.
- What communication systems should be used
- How an orderly evacuation of the work area should be carried out and where the staff should meet after an evacuation
- How the staff can be redistributed so that everyone is used where he or she is most needed



EMERGENCY PREPAREDNESS

What's in the Plan?

Specific kinds of emergencies are discussed in the plan:

- Hazardous material spills
- Radioactive material contamination
- Utility failure such as power outage or water loss
- Bomb threats
- Behavior emergencies
- Earthquakes
- Mass casualty situations



EMERGENCY PREPAREDNESS

Earthquake

The Portland VA Medical Center is located in a known earthquake hazard area. If an earthquake occurs, the priorities for response are as follows:

1. Protection and treatment of patients
2. Protection of the public, visitors and employees
3. Search and rescue of the injured
4. Damage assessment
5. Safe operation of the building systems
6. Assistance of victims from the community
7. Security of records and valuable property



EMPLOYEE HEALTH

Where to Go When You are Injured

During Employee Health Business Hours:

Whether you are a VA paid or WOC employee go to Employee Health at the PVAMC.

After Employee Health Business Hours:

All BBP exposures go to the VA Emergency Dept.

For urgent needs that are not life threatening:

Veterans may use the VA Emergency Dept.

Non-veterans may use OHSU or any provider of their choice.

For life-threatening emergencies always activate the emergency response system.



EMPLOYEE HEALTH

Contact Information

- Employee Health is located in Building 101, Room 127.
- Business hours are 7:30 am to 4:00 pm on regular work days.
- After regular work hours you may use the VA Emergency Department for Blood Borne Pathogen Exposures. They are located at the main entrance of Building 100.



EMPLOYEE HEALTH

Vaccinations and Tests

The following are provided to VA paid and WOC employees by Employee Health:

- Flu Shots
- Immunization and titers for Hepatitis B virus
- Quantiferon Gold Tb test on hire and if exposed
- Immunization and titers for Measles, Mumps, Rubella and Varicella
- Tetanus, diphtheria, and pertussis (Tdap) immunization



INFECTION CONTROL

Introduction

All employees in a healthcare setting need to understand basic principles of infection control. The topics covered in this section are:

- Bloodborne Pathogen Exposure Control
- Employee Vaccinations
- Tuberculosis (TB) Review
- Biocontainment of Biological and Biohazardous Wastes



INFECTION CONTROL

Bloodborne Pathogens

Healthcare workers are at risk for occupational exposure to bloodborne pathogens through contact with blood or body fluids. Common bloodborne pathogens are:

- Hepatitis B virus (HBV)
- Hepatitis C virus (HCV)
- Human Immunodeficiency Virus (HIV)

The VA population has a higher incidence of Hepatitis B and C than the general population so this risk is very real. The Portland VA also provides care for approximately 20% of Oregon's HIV population.



INFECTION CONTROL

Exposure Can Happen

Exposures can occur when least expected with blood or other potentially infectious material by:

- Accidental injuries with needles (needle sticks) or sharps
- Cuts or skin abrasions
- Contact with mucous membranes of eyes, mouth, or nose
- Touching a contaminated surface and then touching open skin, mouth, eyes, or nose



INFECTION CONTROL

Reduce Your Risk of Infection

- Observe **Standard Precautions** at **ALL** times
- Wash your hands immediately if they become contaminated with blood or body fluids. Practice **Routine Handwashing** for 10-15 seconds.
- Don't eat or drink in areas where blood or other body fluids may be present
- Take the appropriate precautions to prevent injury when disposing of used needles or sharps



INFECTION CONTROL

Engineering and Work Practice Controls

- Immediately after use dispose of any needles or "sharps" into approved sharps container without recapping, breaking, shearing, or manipulating
- Sharps containers are to be discarded by Facilities Management Service when half full
- Never place hands in sharps box
- Use mechanical means to pick up broken glass



INFECTION CONTROL

Employee Vaccinations

- The Hepatitis B vaccine is recommended for all employees
- The Hepatitis B vaccine is safe
- Contact Employee Health to get your Hepatitis B vaccine or titer



INFECTION CONTROL

Contamination

- Puncture Wound:
Immediately wash area with soap and water
Cover wound with sterile dressing
 - Eye/Mucous Membrane Splash:
Immediately rinse/flush area with water for several minutes
- *Report ALL exposures to your supervisor and seek care within two hours at Occupation Health, or at the Emergency Care Unit after regular work hours
- *Seeking care is a priority!



INFECTION CONTROL

Tuberculosis (TB) Review

TB is a disease that is spread person to person through the air. The symptoms may include all or some of the following:

- Feeling sick, lethargic
- Cough, sometimes with blood
- Poor appetite
- Weight loss
- Night sweats
- Fever



INFECTION CONTROL

TB Diagnosis

The TB skin test (also known as a PPD test) is the first step. A positive TB test means that the person has been exposed to TB in the past.

- All new employees are required to get a TB test when hired to determine if they have ever been exposed to TB
- Employees with frequent exposure to patients or body fluids must get a TB test once a year
- To get information on TB tests come to Employee Health



INFECTION CONTROL

Biocontainment of Biological and Biohazardous Wastes



The Universal Biohazard Sign:

- Personnel should recognize this sign and know what it means
- The sign should be present on shipping containers and hazardous waste containers containing biological materials and wastes (biological waste also may be indicated by red bags or containers)



INFECTION CONTROL

Transport of Biological Specimens

- Transport of hazardous biological materials requires use of non-breakable containers or secure packaging within a secondary, non-breakable container
- In the event of any spill of hazardous biological materials:
 - Quarantine the area from additional personnel traffic
 - Clean up the spill using an appropriate disinfectant and discard cleaning materials as biohazardous waste
- ***NEVER, NEVER, NEVER** walk away from a solid or liquid spill or mess, either hazardous or non-hazardous, in any research or non-research area



CHEMICAL SAFETY

Introduction

Chemical safety depends on the basic knowledge and understanding of hazardous chemical reagents and materials located in your work area. This section on basic chemical safety will cover the following:

- Chemical Hygiene Plan
- Hazardous Materials
- Health Hazards / Personal Protective Equipment (PPE)
- Labeling
- Material Safety Data Sheets (MSDS)
- Spill Response
- Chemical Disposal



CHEMICAL SAFETY

Chemical Hygiene Plan

OSHA (Occupational Safety and Health Administration) requires each lab to have a chemical hygiene plan for the safety and health of employees.

Each research group is required to have a copy of this plan in their laboratory.

The chemical hygiene plan covers lab safety requirements such as chemical safety and storage, employee exposure and personal protective equipment (PPE).

[Portland VA Chemical Hygiene Plan \(237KB, MSWord\)](#)



CHEMICAL SAFETY

Personal Protective Equipment (PPE)

Due to the hazards of working in a laboratory, OSHA requires certain PPE be worn. Examples include:

- Lab Coat. No open-toed shoes.
- Liquid Nitrogen: goggles, face shield, cryogenic gloves
- Methylene Chloride: tert-butyl or neoprene gloves
- Sonicator: ear protection

For PPE questions or to request an assessment, please call the Industrial Hygiene at x54765 or x55417.



CHEMICAL SAFETY

What are Hazardous Materials?

- Liquid or solid materials that represent health hazards upon direct or indirect contact. These include poisons or toxic fumes that may irritate or damage the skin, eyes, lungs or other tissues and organs.
- Hazardous materials can also include physical hazards that are flammable or combustible, explosive, unstable or can oxidize or react with water.
- Certain compressed gasses can also be defined as health and/or physical hazards.



CHEMICAL SAFETY

Health Hazards

Health hazards can harm a person by:

- Irritation or burning (e.g., to skin, eyes, or lungs)
- Acting as a poison
- Acting as a carcinogen (inducing or causing cancer)
- Causing an allergic reaction

Toxic materials can enter the body by:

- Absorption through the skin or mucous membranes
- Inhalation
- Ingestion (eating or drinking)

NOTE: No eating or drinking is permitted in the laboratory!



CHEMICAL SAFETY

Labeling

Proper labeling represents the safest way to identify hazardous materials. All containers that contain chemicals should have labels that show:

- The name of the chemical
- Identification about the hazard

If chemical reagents and materials are transferred to another container, this secondary container must be labeled with the same information.

One way we know something is hazardous is by its label.



CHEMICAL SAFETY

MSDS Sheets

MSDS is an acronym that stands for Material Safety Data Sheet. The MSDS describes the hazards associated with every chemical reagent or material. The information on these sheets include:

- Hazards associated with the product
- Safety precautions, including:
 - proper and safe use
 - proper storage
 - proper disposal



CHEMICAL SAFETY

MSDS (continued)

- MSDS for chemicals and products used in your work area should be available for review by all personnel.
- These sheets are found online on the [MSDS Right-to-Know Database](#). Instructions on how to use the database can be found in the help section.
- Be sure you know how to access the MSDS sheets, as you may need to consult these in emergency situations.



CHEMICAL SAFETY

If There is a Hazardous Materials Spill ...

If a significant hazard exists ... R.I.N.S.E.!

- **Rescue**
Provide assistance to individuals in trouble
- **Incident Command**
Take control of the incident
- **Notify**
Contact the Energy Center (*20), Industrial Hygienist, or Laboratory Director as needed
- **Suppress/Confine**
Prevent future spread of the hazardous material (spill kits are available in every hallway to assist with suppression)
- **Evacuate**
Notify personnel in the laboratory and adjoining areas



CHEMICAL SAFETY

Reporting Hazardous Material Spills

Unless deemed safe by the safety department, research employees should not attempt to clean up hazardous spills. Report all hazardous spills to the energy center at *20.

Any necessary assistance for **NON**-hazardous spills, including biohazards, should be directed to housekeeping.



CHEMICAL SAFETY

Chemical Disposal

It is VA policy not to put waste chemicals down the drain. There are exceptions, but these must be approved by regulators and Industrial Hygiene.

If you have chemicals that need disposal, please call Safety (x57752) for pick up.



RADIATION SAFETY

Introduction

The following information is for personnel who do not use or supervise the use of radioactive materials, but who may work in or have access to areas in which radioactive material is used or stored.



RADIATION SAFETY

Where Radioactive Materials Are Stored

There are three areas in the Medical Center in which radioactive material is used or stored:

1. The Nuclear Medicine Clinic on the second floor of the main hospital (Bldg. 100)
2. The Research labs - Each lab that uses radioactive material has the radiation symbol on its door
3. A storage module in back of the loading dock behind building 100 where the Radiation Safety Officer (RSO) stores low level radioactive waste



RADIATION SAFETY

Symbol

The presence of radioactive material is indicated by this sign:



On a door, the sign indicates the presence of radioactive material in the room; on a sink, it means radioactive material is disposed down that sink; on a refrigerator, it means there is radioactive material stored in that refrigerator; on a container, it means there is radioactive material in that container; on a hood, it means radioactive material is used in that hood.



RADIATION SAFETY

Security of Radioactive Material

- Radioactive material is to be secure (locked up) or "in attendance" at all times. "In attendance" in an unsecured area means that if the door is not locked, someone must be able to observe people going into that room, and an unoccupied room can be left open for up to one minute only.
- In the secured research areas such rooms may be left unattended for several minutes; but if you are going to be gone longer than 20 minutes, you should lock the room.



RADIATION SAFETY

Security of Radioactive Material (cont.)

If an alarm sounds or suspicious activity is noted in or around any room posted as using radioactive material, do the following:

First, for your personal safety:


- Avoid confrontation with the person and immediately leave the area if the person makes threats or appears to have any potential for violence.
- Do not attempt to restrain or use physical force to detain the person.
- Comply with demands by the person for access to the room, if the person uses coercion or threats of violence.
- Do not follow the person, if the person leaves the area.



RADIATION SAFETY

Security of Radioactive Material (cont.)

After you are comfortable about your personal safety:

- Offer assistance and request explanation of the apparent unauthorized access or suspicious activity.
 - Ask the unauthorized person to identify himself or herself and state their purpose for being in the area.
 - Contact VA Police Service (*20 in an emergency), ACOS Research, and/or Radiation Safety Officer for assistance.
 - Note identifying information such as height, weight, sex, and clothing about the unauthorized person for later report to the VA Police Service.
 - Maintain constant visual surveillance of the unauthorized person, if the person remains in the area.
 - Assist the VA Police Service, ACOS Research, and/or Radiation Safety Officer who respond.
- 

RADIATION SAFETY

Eating and Drinking Policy

There is to be no eating or drinking in areas where radioactive material is used or stored. If there is a separate office adjacent to a lab, this is okay. However, if it is a space within an open lab, eating and drinking is not allowed.



RADIATION SAFETY

Discarding Radioactive Material

- No material or containers labeled with the radiation symbol are to be discarded in the regular trash
 - Packages, containers, and other receptacles, with a radiation symbol label are to be surveyed (physically and with a meter) to insure they contain no radioactivity
 - The label then must be removed and defaced prior to disposal
- FMS employees are not to empty waste cans or pick up bags or boxes labeled with the radiation symbol on them



RADIATION SAFETY

Receipt of Radioactive Packages

- All radioactive material, whether for use by research or nuclear medicine, is to be delivered to the Nuclear Medicine Clinic, Bldg. 100, room 2D159. If you receive such a package during normal duty hours, call the RSO.
- After normal duty hours and on weekend and holidays, call the Energy Center at x56300 and have the RSO paged or called.
- In either circumstance, you must insure that the package is secured.



RADIATION SAFETY

Potentially Contaminated Equipment

The following steps are to be used to turn in equipment and items which may contain radioactive sources, or may be contaminated with radioactive material:

- All such equipment and items must be pre-approved for release by the RSO (such equipment or items are suspect either by their use or by the presence of a radiation symbol).
- Personnel assigned to these equipment or items are responsible for informing the RSO, and personnel in L&MM-warehouse will also review the items prior to pick up.



RADIATION SAFETY

Contact Information

- For questions about radiation safety, you are to contact the Radiation Safety Officer, Glenda Villamar, at x55853 or pager *41-2745
- For emergencies that occur after hours and on weekends and holidays, call the Energy Center at *20



You have now completed the
General Safety training.

[Click here to take the Post-Test](#)

